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Office of Security, Employee Activities
Branch

15 August 1958

ATTN :

25X1A9a

Description of Agency Job

The following description of my job as a Training Assistant in the Headquarters Branch of the Office of Training/Operations School is the one I should like to use on applications for employment which I might fill out in the future for concerns other than the Central Intelligence Agency.

"I did secretarial work for three persons, as well as work required in administering two courses—setting up and maintaining reading files, keeping students supplied with current material, and doing preliminary briefing of students on administrative aspects of the courses."

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JOB NO. _____ BOX NO. _____ FLD NO. _____ DOC. NO. 34 NO CHANGE
IN CLASS! (DECLASS) CLASS CHANGED TO: TS S (C) REV. JUST. 30
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